

Checklist for expansion of liquor premise

Investigator _____

DBA name and address _____

The following requirements will be completed by the investigator working on your case

- ____ **Investigator requirement** – verification and copies of the current **City and State** liquor licenses
- ____ **Investigator requirement** – *church/school location checklist* completed listing all churches and schools within 300 feet of the proposed premise – See **Section 10-212** for all exceptions to this ordinance
- ____ **Investigator requirement** – Check the server and master file of the current licensee to see if a **conditional liquor license** has been issued. Is a conditional liquor license in place at this location? _____. If yes, refer to the P & P titled “Conditional Licenses” and follow accordingly.
- ____ **Investigator requirement** – Will a **conditional liquor license** be issued? _____. If yes, you must submit the conditional license to the Manager and applicant for approval before a state letter of approval will be issued. Refer to the P & P titled “Conditional Licenses” and follow accordingly.
- ____ **Investigator requirement** – *consent verification checklist* completed confirming all requirements in **Sections 10-214** and **10-215** have been checked
- ____ **Investigator requirement** – *consent form cover sheet* signed by & given to applicant stating there are _____ eligible consenters and _____ signed consent forms were submitted thus meeting the consent requirement
- ____ **Investigator requirement** – Did the applicant fail to successfully complete the consent process? If yes, you must send the **property owner** a letter stating “should the premise fail the consent process a second time within a 12 month period, another application for a liquor license at the premise will not be accepted until 12 months have passed” – see the *consent verification checklist* for specifics
- ____ **Investigator requirement** – *notification checklist* completed and attached listing all entities that received notifications
- ____ **Investigator requirement** – A copy of the final invoice showing all outstanding permit/license fees

*In order to begin processing a liquor application, an **applicant** must submit the following*

- ____ Before submitting an application, contact the City Planning and Development Department so that they may determine if zoning will allow your proposed business to operate at your proposed location – **City Planning and Development Department** in City Hall, 414 E. 12th St., (816) 513-1500
- ____ Liquor license application – **must be signed. Form provided by the Regulated Industries Division** (<https://data.kcmo.org/Regulated-Industries/Application-For-Liquor-License/k6fi-6728>)
- ____ \$150 application fee – **check or money order made out to the city treasurer**
- ____ Two coordinates, expressed in feet, based on the North American Datum 1983 Missouri West State Plane Coordinate System, identifying the center of the door for the main entrance to the premise – must be from a **licensed surveyor OR submit \$100 to Regulated Industries** to obtain the coordinates – check or money order made out to the city treasurer

All of the following information must be submitted by the applicant

Have Need

- ____ ____ Consultant consent form signed by the applicant (only applicable if a consultant is used) – **form provided by the Regulated Industries Division** (<https://data.kcmo.org/Regulated-Industries/Consultant-Consent-Form/uqch-ppfc>)
- ____ ____ *Consent form oath* signed by the applicant **and** a majority of the consent forms, signed by the eligible consenters, must be returned to the office within 45 days from the date issued. An extension of time may be requested in writing. **Consent forms are provided by the Regulated Industries Division.**
- ____ ____ A diagram of the premises including the total number of **square feet** in the building and the **number of floors** involved – a separate measurement of total **square feet** will be necessary for all outdoor seating areas (not to include a sidewalk café)

Have Need

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| — | — | Property owner's consent – must bring in a notarized letter from the owner and a certified copy of the deed (or warranty deed or quit claim deed) proving ownership of property and approving the expansion |
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A liquor application can be processed without the **contingency items** that are listed below. However, all **contingency items** must be submitted before a license will be issued.

Have Need

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| — | — | Investigator requirement – Submit a current copy of the health permit (must be from the DBA applying) from the Health Department, 2400 Troost Ave., (816) 513-6247 |
| — | — | A copy of the <u>new</u> certificate of occupancy (must be from the DBA applying) – from the City Planning and Development Department in City Hall, 414 E. 12 th St., (816) 513-1500 |
| — | — | A copy of the occupant load certificate stating the occupancy load (<i>only needed for the following</i> : if it is a new building, if there is a building addition containing an assembly space, if there is a change of use of an existing space into an assembly space, for an expansion of an existing assembly space into a new space, or if an existing assembly space is undergoing a substantial renovation) – from the City Planning and Development Department in City Hall, 414 E. 12 th St., (816) 513-1500 |
| — | — | A copy of the fire permit (must be from the DBA applying) – from the Fire Marshal's Office, 635 Woodland Ave., (816) 784-9100 |
| — | — | All liquor licenses as required from the State of Missouri, Division of Alcohol & Tobacco Control – Central Office, 1738 East Elm, Lower Level, PO Box 837, Jefferson City, MO 65101, (573) 751-2333 |